

**BOARD OF FUNERAL SERVICES  
CONTINUING EDUCATION COMMITTEE**

**JUNE 22, 2005 MINUTES – AS APPROVED SEPTEMBER 28, 2005**

The Board of Funeral Services Continuing Education Committee held a meeting on Wednesday, June 22, 2005 at 9:00 a.m. in the Cannon Building, second floor, Conference Room B, 861 Silver Lake Blvd., Dover, Delaware.

**Present:**

Lyle Dabson, Chairman, Presiding  
Thomas E. Melvin  
Dana M. Spruill, Administrative Specialist II

**Absent:**

Robert L. Herrington, Jr.

**CALL TO ORDER**

Mr. Dabson called the Committee meeting to order at 9:00 a.m.

**REVIEW OF COMMITTEE MEETING MINUTES**

Mr. Melvin made a motion, seconded by Mr. Dabson, to approve the Minutes of the April 6, 2005 Committee meeting. The motion was carried unanimously.

**REVIEW OF REQUESTS FOR CONTINUING EDUCATION PRE-APPROVAL**

The Committee recommended approval of the following requests for continuing education credit:

- a. National Funeral Directors & Morticians Association, Inc.
  - 1. Meeting the needs of today's changing consumer" – 5/6-7/05 - 3 hrs
  - 2. Renaissance Cremation Presentation (Three Keys to Increasing Cremation Revenues) – 5/6-7/05 – 3 hrs
  - 3. Wilbert Value Added Burial Vault Seminar – 5/6-7/05 – 1 hr
- b. Batesville Casket Company
  - 1. Honoring Lives Tour Center – 2 hrs
- c. Delaware State Funeral Directors Association
  - 1. Reducing Your Receivables, Improving Cash Flow, and Increasing Your Profits - 5/24/05 – 1 hr

- d. National Funeral Directors Association
  - 1. Online Learning Center courses
    - a. Controlling Accounts Receivable – 3 hrs
    - b. Embalming the Obese Case – 3 hrs
    - c. Ethics in the Real World: Guidelines for Ethical Decision-making in Funeral Service – 3 hrs
    - d. Funeral Home Remodeling or New Construction for Funeral Home Owners and Managers – 3 hrs
    - e. Minimum Wage and Overtime Pay Requirements for the Funeral Industry – 3 hrs
    - f. Time for Your Annual Check-up – 3 hrs
    - g. Understanding a Child's Grief – 3 hrs
    - h. Understanding the Practice of the FTC Funeral Rule – 3 hrs
    - i. ADA Employment Compliance for Funeral Homes – 3 hrs
    - j. Communicable Diseases: What Every Funeral Home Must Know – 3 hrs
    - k. Understanding Adult Grief: Ways to Help Adults on Their Grief Journeys – 4 hrs
  - 4. Leadership Conference – 7/24-27/05 – 10 hrs
- d. MKJ Marketing
  - 1. Marketing Leadership – 7/1-10/05 – 24 hrs
- e. Practicum Strategies
  - 1. Intermediate Marketing for Funeral Directors – 10 hrs
- f. Doherty Funeral Homes
  - 1. A Look at Children's Grief and Trauma Issues in Contemporary Society – 5/6/05 – 6 hrs
- g. SCI Management – Dignity University
  - 1. Hazard Communications – 1.5 hrs
  - 2. Supervisory Development Program Module 7 – 4 hrs
- h. International Order of the Golden Rule
  - 1. Success by Association – 8.75 hrs
  - 2. Roundtable Invitational – 3 hrs
  - 3. FTC Compliance Update – 1 hr
  - 4. OSHA Compliance Update – 1 hr
  - 5. Shortcuts that Lead to Better Embalming – 1 hr
  - 6. Genetic Banking: What's the Fuss? What's the Benefit? – 1 hr
  - 7. Dealing with Difficult Families – 1 hr
  - 8. Funeral Professionals Roundtable – 1 hr
- i. Epsilon Nu Delta Mortuary Fraternity
  - 1. Restorative Art Techniques for Swelling of the Head and Distension of the Eyes – 3 hrs
- j. Thanos Institute
  - 1. OSHA Compliance and FTC Rules – AFSP Approved - 10 hrs
- k. Delmarva Funeral Service Association
  - 1. A New Standard of Service for Today's Consumer – 2 hrs
- l. International Cemetery and Funeral Association
  - 1. ICFA University – 7/15-20/05 – 122.5 hrs
- m. Cremation Association of North America
  - 1. CANA 87<sup>th</sup> Annual Convention and ICF General Council Meeting – 8/17-20/05 – 12.75 hrs

ADJOURNMENT

Mr. Melvin made a motion, seconded by Mr. Dabson to adjourn the meeting at 9:28 am. The motion was unanimously carried. The next meeting is September 28, 2005.

Respectfully Submitted,

Dana M. Spruill  
Administrative Specialist II